ICO.

EXPENSES CLAIM

Claim Number
62579

All expenses MUST be claimed in accordance with the Expenses Guide available on ICON Finance Section

Name	Job Level	Payroll NO.	Department
Christopher Graham			Chief Executive

Usual mileage to work	

NB only mileage in excess of your usual journey can be claimed. Please make the adjustment before entering into the STD mileage box. Refer to the Expenses Guide in you are unsure.

Date	Time		Full details of journey and charges.	Mode of travel	Car mileage				Receipt attached *
	Depart	Arrive			STD 45p	PTR 25p	£	p	
24/04/12	1745	*	Sandwich on the train on the way to London (omitted from previous claim)					3.00	Yes (1)
04/05/12	**	2230	Taxi from Manchester airport to home after Luxembourg conference					15.00	Yes (2)
05/05/12	0940	-	Snack at Manchester airport on the way to Berlin					4.34	Yes (3)
07/05/12	-	2345	Taxi from Manchester airport to home after Berlin conference					17.00	Yes (4)
* returned to office at 0840hrs on Friday 27 April									
** left home at 0535hrs on Wednesday 2 May									
				sub-total	0	0		39.34	

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Other incidental expenses (e.g. telephone, postage)									

total amount claimed	39.34
less cash advances received	
amount claimed for payment	39.34

If this journey has incorporated an overnight stay at a hotel could you please note or append any comments (positive or negative) about the standard of the accommodation.

[redacted]

* Receipts **must** be provided for subsistence claims. Please attach to the **back** of this form.

ICO.

EXPENSES CLAIM

Claim Number
62291

All expenses MUST be claimed in accordance with the Expenses Guide available on ICON Finance Section

Name	Job Level	Payroll NO.	Department
Christopher Graham			Chief Executive

Usual mileage to work	

NB only mileage in excess of your usual journey can be claimed. Please make the adjustment before entering into the STD mileage box. Refer to the Expenses Guide in you are unsure.

Date	Time		Full details of journey and charges.	Mode of travel	Car mileage			Receipt attached *
	Depart	Arrive			STD 45p	PTR 25p	£ p	
			EURO EXPENSES					
12/05/12	0815	-						
16/05/12	-	1300	Breakfast at Schiphol airport - CG and Steve Eckersley				19.20	Yes
				sub-total	0	0	19.20	

EUROS

Other incidental expenses (e.g. telephone, postage)

total amount claimed	19.20
less cash advances received	
amount claimed for payment	19.20

£15.55

If this journey has incorporated an overnight stay at a hotel could you please note or append any comments (positive or negative) about the standard of the accommodation.

* 19.20 EUR → £15.55 (as per XE 14/6/12).

[redacted]

* Receipts **must** be provided for subsistence claims. Please attach to the **back** of this form.

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21 MAY 2012

ICO.

EXPENSES CLAIM

Claim Number
37713

All expenses MUST be claimed in accordance with the Expenses Guide available on ICON Finance Section

Name	Job Level	Payroll NO.	Department
Christopher Graham			Chief Executive

Usual mileage to work

NB only mileage in excess of your usual journey can be claimed. Please make the adjustment before entering into the STD mileage box. Refer to the *Expenses Guide* in you are unsure.

Date	Time		Full details of journey and charges.	Mode of travel	Car mileage				Receipt attached *
	Depart	Arrive			STD 45p	PTR 25p	£	p	
10/05/12	0535	-	Tram from Altrincham to Hale to catch train to London from Piccadilly				4	00	Yes
10/05/12	-	2010	Tea and cake with Helen Goodman MP at House of Commons				4	50	Yes
				sub-total	0	0	8	50	

Other incidental expenses (e.g. telephone, postage)

total amount claimed	8.50
less cash advances received	
amount claimed for payment:	8.50

If this journey has incorporated an overnight stay at a hotel could you please note or append any comments (positive or negative) about the standard of the accommodation.

[redacted]

* Receipts **must** be provided for subsistence claims. Please attach to the **back** of this form.

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21 MAY 2012

ico.

EXPENSES CLAIM

Claim Number
21152

All expenses MUST be claimed in accordance with the Expenses Guide available on ICON Finance Section

Name	Job Level	Payroll NO.	Department
Christopher Graham			Chief Executive

Usual mileage to work	

NB only mileage in excess of your usual journey can be claimed. Please make the adjustment before entering into the STD mileage box. Refer to the Expenses Guide in you are unsure.

Date	Time		Full details of journey and charges.	Mode of travel	Car mileage			Receipt attached *	
	Depart	Arrive			STD 45p	PTR 25p	£ p		
			EURO EXPENSES						
02/05/12	0535	-	Dinner in Luxembourg at Brasserie Guillaume (no receipt)				44.00	No	(1)
04/05/12	-	2230	Taxi from hotel in Luxembourg to airport for CG and Ian Williams	Taxi			40.00	Yes	(2)
05/05/12	0940	-	Train from Berlin airport to station near hotel				2.30	Yes	(3)
06/05/12	-	-	40% share of evening meal total (itemised receipt not available)				22.72	Yes	(4)
07/05/12	-	2345	Train from station near hotel to Berlin airport				2.30	Yes	(5)
12/05/12	0830	*	Lunch at Schiphol airport on the way to conference in Montreal				10.95	Yes	(6)
* returned to the office at 1315hrs on Wednesday 16 May									
				sub-total	0	0	122.27	EUROS	

Other incidental expenses (e.g. telephone, postage)									

total amount claimed	122.27	EUROS
less cash advances received		
amount claimed for payment	122.27	EUROS

If this journey has incorporated an overnight stay at a hotel could you please note or append any comments (positive or negative) about the standard of the accommodation.

XE CONVERTER: €122.27 = £98.29 1 EUR = 0.804 1 GBP = 1.24.

[redacted]

* Receipts **must** be provided for subsistence claims. Please attach to the **back** of this form.

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21 MAY 2012

ICO.

EXPENSES CLAIM

Claim Number
85703

All expenses MUST be claimed in accordance with the Expenses Guide available on ICON Finance Section

Name	Job Level	Payroll NO.	Department
Christopher Graham			Chief Executive

Usual mileage to work	

NB only mileage in excess of your usual journey can be claimed. Please make the adjustment before entering into the STD mileage box. Refer to the Expenses Guide in you are unsure.

Date	Time		Full details of journey and charges.	Mode of travel	Car mileage				Receipt attached *
	Depart	Arrive			STD 45p	PTR 25p	£	p	
			Canadian Dollar Expenses						
12/05/12	0830	-							
15/05/12	-	-	Supper at Montreal airport on the return from the conference					6.69	Yes
16/05/12	-	1315							
				sub-total	0	0		6.69	

Other incidental expenses (e.g. telephone, postage)

total amount claimed	6.69
less cash advances received	
amount claimed for payment	6.69

If this journey has incorporated an overnight stay at a hotel could you please note or append any comments (positive or negative) about the standard of the accommodation.

XE CONVERT £ 6.69 CAD (£4.16) (CAD 0.622 / GBP 1.61)

[redacted]

Receipts must be provided for subsistence [redacted]

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Claim Number
27997

ICO.

EXPENSES CLAIM

All expenses MUST be claimed in accordance with the Expenses Guide available on ICON Finance Section

Name	Job Level	Payroll NO.	Department
Christopher Graham			Chief Executive

Usual mileage to work	

NB only mileage in excess of your usual journey can be claimed. Please make the adjustment before entering into the STD mileage box. Refer to the Expenses Guide in you are unsure.

Date	Time		Full details of journey and charges.	Mode of travel	Car mileage				Receipt attached *
	Depart	Arrive			STD 45p	PTR 25p	£	p	
29/05/12			Taxi from Coventry train station to ACPO meeting venue	Taxi			17	00	Yes
30/05/12			Snack on train on return from ACPO meeting				2	95	Yes
				sub-total	0	0	19	95	

Other incidental expenses (e.g. telephone, postage)									

total amount claimed	19.95
less cash advances received	
amount claimed for payment	19.95

If this journey has incorporated an overnight stay at a hotel could you please note or append any comments (positive or negative) about the standard of the accommodation.

[redacted]

* Receipts **must** be provided for subsistence claims. Please attach to the **back** of this form.

Claim Number
16155

ico.

EXPENSES CLAIM

All expenses MUST be claimed in accordance with the Expenses Guide available on ICON Finance Section

Name	Job Level	Payroll NO.	Department
Graham S Smith	[redacted]	[redacted]	Good Practice

Usual mileage to work	

NB only mileage in excess of your usual journey can be claimed. Please make the adjustment before entering into the STD mileage box. Refer to the Expenses Guide in you are unsure.

Date	Time		Full details of journey and charges.	Mode of travel	Car mileage			Receipt attached *
	Depart	Arrive			STD 45p	PTR 25p	£ p	
25.4.2012	8am	9pm	Wilmslow to Basingstoke (Hampshire) and return	Train				
			Subsistence				5.25	✓
				sub-total	0	0	5.25	

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Other incidental expenses (e.g. telephone, postage)

total amount claimed	5.25
less cash advances received	
amount claimed for payment	5.25

If this journey has incorporated an overnight stay at a hotel could you please note or append any comments (positive or negative) about the standard of the accommodation.

[redacted]

* Receipts **must** be provided for subsistence claims. Please attach to the **back** of this form.

ICO.

EXPENSES CLAIM

Claim Number
69748

All expenses MUST be claimed in accordance with the Expenses Guide available on ICON Finance Section

Name	Job Level	Payroll NO.	Department
ANDREW HIND NED			

Usual mileage to work	

NB only mileage in excess of your usual journey can be claimed. Please make the adjustment before entering into the STD mileage box. Refer to the Expenses Guide in you are unsure.

Date	Time		Full details of journey and charges.	Mode of travel	Car mileage			Receipt attached *
	Depart	Arrive			STD 45p	PTR 25p	£ p	
23/4/12			MANAGEMENT BOARD	RAIL			68.60	✓
			Rail Euston/Wilmslow return	TUBE			5 80	n/a
			Tube High Barnet/Euston Stn					
15/6/12			REMUNERATION COMMITTEE					
			Euston/Wilmslow Stn	RAIL			72.20	✓
			Tube High Barnet/Euston Stn	TUBE			5.80	n/a
			sub-total					

Other incidental expenses (e.g. telephone, postage)					

total amount claimed	
less cash advances received	
amount claimed for payment	152.40

If this journey has incorporated an overnight stay at a hotel could you please note or append any comments (positive or negative) about the standard of the accommodation.

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18 JUN 2012

[redacted]

* Receipts **must** be provided for subsistence claims. Please attach to the **back** of this form.

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Claim Number 47893

ICO. EXPENSES CLAIM

All expenses MUST be claimed in accordance with the Expenses Guide available on ICON Finance Section

Name	Job Level	Payroll NO.	Department
ENID ROWLANDS	NED		Management Board

Usual mileage to work

NB only mileage in excess of your usual journey can be claimed. Please make the adjustment before entering into the STD mileage box. Refer to the Expenses Guide in you are unsure.

Date	Time Depart	Time Arrive	Full details of journey and charges.	Mode of travel	Car mileage STD 45p	Car mileage PTR 25p	£	p	Receipt attached *
23/04/12	9.00	20.15	[redacted] - Manchester	CAR	195		2	15	①
			Junction - Crewe - Wilmslow		3-15				
			- London Euston - Bekisb	TRAIN	32-40				①
			[redacted] - Management		71-20				①
			Board	TUBE	2-00				
25/04/12	9.00	13-30	Bath Spa to London Paddington		25-00				
			to Westminster for [redacted]		2-70				
			[redacted] Appraisal Mtg		2-70				
					138				
				sub-total	140-45		2	15	

Other incidental expenses (e.g. telephone, postage)

									✓ mileage

total amount claimed		£3.15
less cash advances received		£138.15
amount claimed for payment	£140.60	(£141.30)

If this journey has incorporated an overnight stay at a hotel could you please note or append any comments (positive or negative) about the standard of the accommodation.

[redacted]

* Receipts **must** be provided for subsistence claims. Please attach to the **back** of this form.